

APPLICATION FORM GUIDELINES

PROPOSAL FORMAT:

- Proposal should be written in clear English.
- Proposal should not exceed 5 typed pages in font 12.
- Applicants should attach copies of resumes for key personnel.
- Proposals should list any previous grants received in a form of attachment (date, amount, purpose) as well as any other funding sources.
- A copy of the registration papers of the organization should be attached.

NARRATIVE PART:

- Key questions to address in your proposal are:

- ♦ **WHO** (name of NGO and its partners if appropriate),
- ♦ **WHAT** (planned activities),
- ♦ **WHEN** (program dates),
- ♦ **WHY** (this issue, this region and why did you apply to U.S. Government),
- ♦ **HOW** (what resources are available and what ones are needed),
- ♦ **FOR WHOM** (target audience),
- ♦ **AT WHAT COST** (budget),
- ♦ **WHAT ARE THE RESULTS** (measure of success or future).

This includes:

- ⌚ *Justification* section should explain why you decided to apply to the U.S. Government for funding of this particular project; why a proposed project is important, who will be affected by this project, what difference it makes for Kazakhstan. Also, please explain what criteria you will use to measure the success or future of your project. *(May also attach letters of endorsement attesting to the seriousness of the proposal.)*
 - ⌚ *Sustainability* - if the project is intended to continue after the funding ends, the proposal must explain how the organization will fund the activity in the future.
- Proposals for publication of materials should describe the intended audience, content, and how materials will be distributed, and will normally be considered only if the language of the material is *Russian* or *Kazakh*. If U.S. Government funds are used to fund publication, the grant must include language granting copyright to the U.S. Government, or recognizing that the U.S. Government will have unlimited rights to reprint or distribute the material if it chooses.

PROJECT TIME-FRAME:

Project dates cannot exceed one year.

BUDGET :

*Program budget should be presented in a table format and should contain detailed descriptions of all budget items. Budget items should be concrete and linked to the narrative.*²

All project expenses should be calculated in advance and be realistic. Budget items, once approved, may not be substituted without approval from the Public Affairs Section. Budget items may be adjusted 10% percent up or down within each item, but the overall total cannot be adjusted.

- Funding should not duplicate on-going activities but could supplement such initiatives.
- Public Affairs Section may encourage applicants to seek funding from other donors and to offer some type of **cost-sharing** (volunteer time, space, equipment etc.)
- **Rent of office, utility fees, and salaries** are discouraged because organizations with long-term viability are expected to have other sources of income to meet operational expenses. **Honoraria** to experts or trainers in reasonable amounts can be paid for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries, and should include the amount of income tax and social deductions.
- The grant funds should not be used for **food expenses**. However, if coffee-break is an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10% of the total award amount, and should not include alcohol beverages, beer or plastic dishes.
- The grant funds should not, as a rule, be used to fund **Accommodation** of participants at a conference. However, funds may be used to cover accommodation/travel for presenters and trainers.
- If the proposal seeks funding to purchase a **service** or **equipment**, the application must include three pro-forma estimates from the service or equipment vendor, as well as justification of the need for purchase of equipment or use of the services.
- **Entertainment costs** (amusement, receptions, diversion, social activities, ceremonials, alcoholic beverages, cocktail parties, guided tours) are NOT allowable expenses.
- **Transportation costs** should be limited to "economy class" travel; "luxury" train compartments ("SV") or "luxury" buses are not allowed.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.
- **Bank charges** should be pre-calculated and included in the budget. Please note that any interest earned on the grant sum must be returned to the U.S. Government.